

LAST REVISED DATE: 05/01/2017

General Information

Task	Process Information
Running the AOC General Ledger Detail Trial Balance Report	<p>The General Ledger Detail Trial Balance Report displays detailed transaction information from the General Ledger, including source information (i.e., voucher details). This report also displays journal line details (i.e., Journal ID, Line, Amount, and Journal Source) for your PCA.</p> <p>*This report replaces the FMIS reports that were being distributed by the Department of Budget and Finance and can be run at any time.</p>


GEARS Navigation


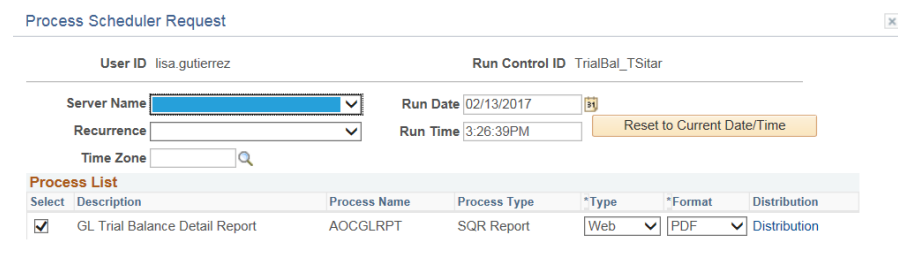

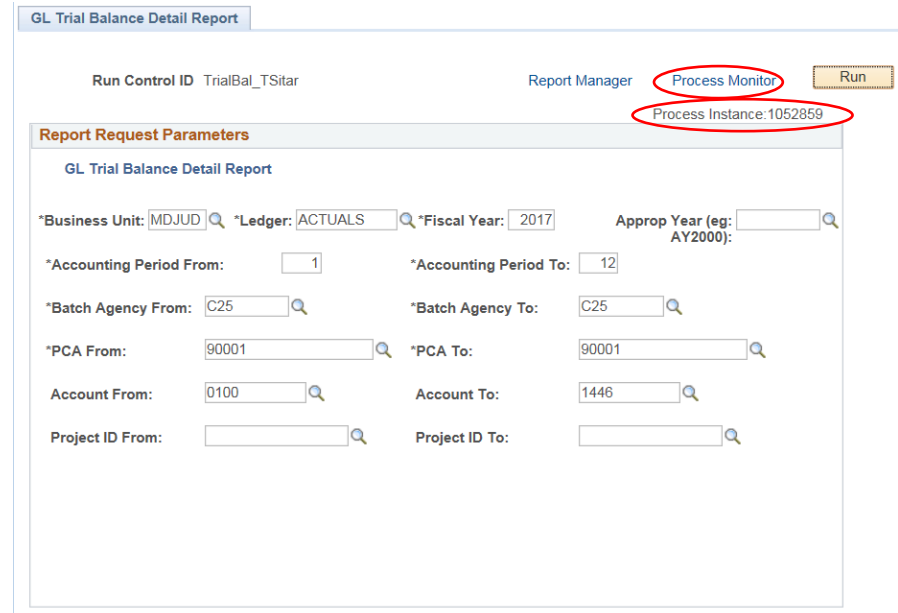
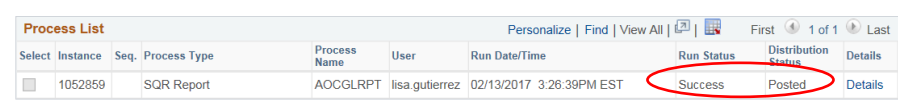
Main Menu > General Ledger > General Reports > GL Trial Bal Detail Report	
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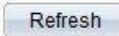
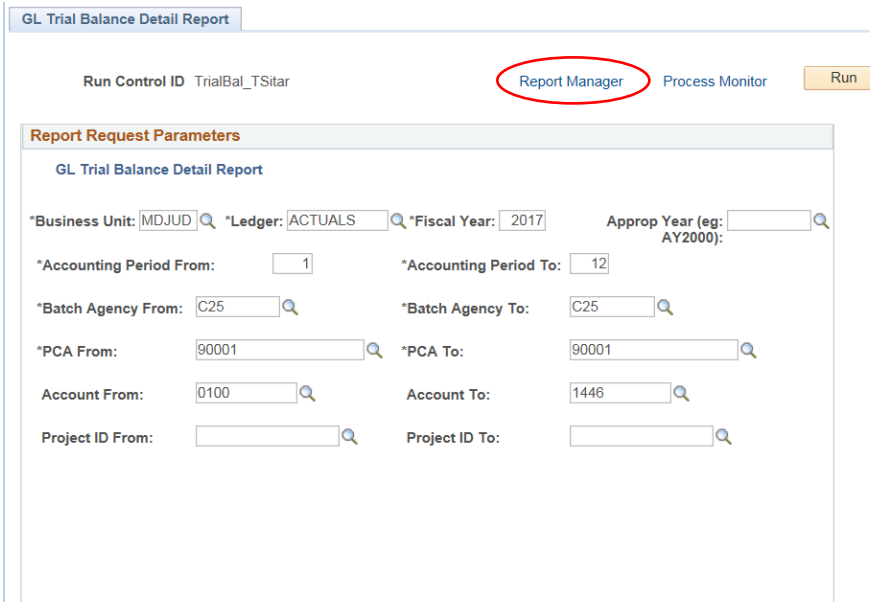

1.0 Process

This document is intended to provide a quick reference to running the General Ledger Trial Balance Detail Report in GEARS.

STEP	ACTION	DETAILS
1.	<p>Create the Run Control ID. The first time you run the Trial Balance Detail Report, you must create a new Run Control ID. Click on the Add a New Value tab.</p> <p>NOTE: A Run Control ID is the name that will be given to the saved parameters you select for the report. You can run the same report again in the future by selecting the same Run Control ID when using the Find an Existing Value tab. No spaces are allowed in the Run Control ID. In addition, the report parameters for a Run Control ID can also be changed after selecting the ID.</p>	

2.	<p>Enter a Run Control ID. In this example, "TrialBal_TSitar" is used as the Run Control ID.</p>	<p>Run Control ID <input type="text" value="TrialBal_TSitar"/></p>																		
3.	<p>Click the  button.</p>																			
4.	<p>Specify the Report Parameters. The Report Request Parameters page displays. The report parameters determine what information appears in the report.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Fields with an asterisk (*) must be completed. • Enter as many parameters as possible to limit the run time of the report. Also, it may take longer to run a report with 12 accounting periods versus 1 accounting period. 	<div data-bbox="662 554 1542 1192"> <p>GL Trial Balance Detail Report</p> <p>Run Control ID TrialBal_TSitar Report Manager Process Monitor Run</p> <p>Report Request Parameters</p> <p>GL Trial Balance Detail Report</p> <p>*Business Unit: <input type="text" value="MDJUD"/> *Ledger: <input type="text" value="ACTUALS"/> *Fiscal Year: <input type="text" value="2017"/> Approp Year (eg: <input type="text" value="AY2000"/>): <input type="text"/></p> <p>*Accounting Period From: <input type="text" value="1"/> *Accounting Period To: <input type="text" value="12"/></p> <p>*Batch Agency From: <input type="text" value="C25"/> *Batch Agency To: <input type="text" value="C25"/></p> <p>*PCA From: <input type="text" value="90001"/> *PCA To: <input type="text" value="90001"/></p> <p>Account From: <input type="text" value="0100"/> Account To: <input type="text" value="1446"/></p> <p>Project ID From: <input type="text"/> Project ID To: <input type="text"/></p> <p>Save Return to Search Notify Add Update/Display</p> </div> <table border="1"> <thead> <tr> <th>Field (Required)</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Business Unit</td> <td>Business Unit will always be MDJUD.</td> </tr> <tr> <td>Ledger</td> <td>Ledger should always be ACTUALS. If Ledger does not default to ACTUALS, use the search feature and select ACTUALS from the list of available ledgers.</td> </tr> <tr> <td>Fiscal Year</td> <td>Enter the Fiscal Year you wish to be included in your report.</td> </tr> <tr> <td>Accounting Periods From / To</td> <td>Enter the period of the fiscal year to which you would like to see data (transactions) covered in the report. (July = Period 1; August = Period 2; September = Period 3; etc.)</td> </tr> <tr> <td>Batch Agency From / To</td> <td>Enter the batch agency or range of batch agencies you wish to be included in your report. Please keep in mind that your Batch Agency for expenditure transaction detail is different than your Batch Agency for revenue transaction detail (as well as your PCA's).</td> </tr> <tr> <th>Field (Optional)</th> <th>Description</th> </tr> <tr> <td>Budget Year</td> <td>Enter the Appropriation Year (e.g., AY2014, AY2015)</td> </tr> <tr> <td>PCA From / To</td> <td>Enter the PCA or range of PCAs you wish to be included in your report.</td> </tr> </tbody> </table>	Field (Required)	Description	Business Unit	Business Unit will always be MDJUD.	Ledger	Ledger should always be ACTUALS. If Ledger does not default to ACTUALS, use the search feature and select ACTUALS from the list of available ledgers.	Fiscal Year	Enter the Fiscal Year you wish to be included in your report.	Accounting Periods From / To	Enter the period of the fiscal year to which you would like to see data (transactions) covered in the report. (July = Period 1; August = Period 2; September = Period 3; etc.)	Batch Agency From / To	Enter the batch agency or range of batch agencies you wish to be included in your report. Please keep in mind that your Batch Agency for expenditure transaction detail is different than your Batch Agency for revenue transaction detail (as well as your PCA's).	Field (Optional)	Description	Budget Year	Enter the Appropriation Year (e.g., AY2014, AY2015)	PCA From / To	Enter the PCA or range of PCAs you wish to be included in your report.
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		<div>Account From / To</div> <div>Enter the account or range of accounts you wish to be included in your report. (e.g., 0100 – Salaries, 1446 – Security Alarm Systems)</div>	<div>Project ID To / From</div> <div>Enter the project ID or range of project IDs you wish to be included in your report. If you are not familiar with this field, please leave it blank. This field is primarily used with Grants.</div>
5.	<p>Run the Report. Click the  button.</p>		
6.	<p>Schedule the Process. A new window with the Process Scheduler Request page displays.</p> <p>These settings are system-generated. The correct Process Name, Type, and Format are automatically selected. The Report will run immediately.</p>	 <p>The screenshot shows the 'Process Scheduler Request' window. It includes fields for User ID (lisa.gutierrez), Run Control ID (TrialBal_TSitar), Server Name (dropdown), Run Date (02/13/2017), Recurrence (dropdown), Run Time (3:26:39PM), and Time Zone (dropdown). Below these is a 'Process List' table with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The table contains one row: [X] GL Trial Balance Detail Report, AOCGLRPT, SQR Report, Web, PDF, Distribution.</p>	
7.	Click the  button.		
8.	<p>Make Sure The Process Runs. The Report Request Parameters page displays.</p> <p>Make note of your Process Instance Number. In this example, the Process Instance Number is 1052859.</p> <p>Click the Process Monitor link.</p>	 <p>The screenshot shows the 'Report Request Parameters' window for 'GL Trial Balance Detail Report'. It includes a 'Run Control ID' (TrialBal_TSitar) and a 'Report Manager' section with links for 'Process Monitor' and 'Run'. Below is a 'Report Request Parameters' section with various input fields: *Business Unit (MDJUD), *Ledger (ACTUALS), *Fiscal Year (2017), Approp Year (AY2000), *Accounting Period From (1), *Accounting Period To (12), *Batch Agency From (C25), *Batch Agency To (C25), *PCA From (90001), *PCA To (90001), Account From (0100), Account To (1446), Project ID From, and Project ID To. The 'Process Instance:1052859' is highlighted in red.</p>	
9.	<p>Check the Process Status. The Process List page displays.</p>	 <p>The screenshot shows the 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row: [X] 1052859, SQR Report, AOCGLRPT, lisa.gutierrez, 02/13/2017 3:26:39PM EST, Success, Posted, Details. The 'Success' and 'Posted' status is highlighted in red.</p>	

	<p>Click the  button and continue clicking the <i>Refresh</i> button until the Run Status = Success and Distribution Status = Posted.</p>	<table><tr><th>Run Status</th><th>Description</th></tr><tr><td>Queued</td><td>The process is waiting to run.</td></tr><tr><td>Initiated</td><td>The process has started.</td></tr><tr><td>Processing</td><td>The process is running.</td></tr><tr><td>No Success</td><td>The process did not run, call the Help Desk.</td></tr><tr><td>Warning</td><td>The process ran, but there may be a problem. See if you can retrieve the report, if not, call the Help Desk.</td></tr><tr><td>Success</td><td>The process ran successfully.</td></tr><tr><td colspan="2"></td></tr><tr><th>Distribution Status</th><th>Description</th></tr><tr><td>Queued</td><td>The process is waiting to run.</td></tr><tr><td>NA</td><td>The process is still running.</td></tr><tr><td>Posted</td><td>The report has posted.</td></tr><tr><td>Not Posted</td><td>The report did not post, call the Help Desk.</td></tr></table>	Run Status	Description	Queued	The process is waiting to run.	Initiated	The process has started.	Processing	The process is running.	No Success	The process did not run, call the Help Desk.	Warning	The process ran, but there may be a problem. See if you can retrieve the report, if not, call the Help Desk.	Success	The process ran successfully.			Distribution Status	Description	Queued	The process is waiting to run.	NA	The process is still running.	Posted	The report has posted.	Not Posted	The report did not post, call the Help Desk.
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10.	<p>Retrieve the Report. Click the Go back to GL Trial Balance Detail Report link to return to the Report Request Parameters page.</p>																											
11.	<p>The Report Request Parameters page displays.</p> <p>Click the Report Manager link.</p>																											
12.	<p>Click the  tab.</p>																											

13.

View the Report. The View Reports page displays.

Click the link of the report you wish to view that corresponds to the Process Instance Number that was run.

The report will open as a PDF file in a separate window. See below for sample output.

CXZ

List

Explorer

Administration

Archives

View Reports For

User ID

Type

Last

1

Status

Folder

Instance

to

Report List

Personalize

Find

View All

1 of 1

First

1 of 1

Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1007533	1052859	GL Trial Balance Detail Report	02/13/2017 3:27:11PM	Acrobat (*.pdf)	Posted	Details

14.



AOC GENERAL LEDGER DETAIL TRIAL BALANCE REPORT

BUSINESS UNIT: MDJUD

LEDGER: ACTUALS

BATCH AGENCY FROM: C25

PCA FROM: 90001

ACCOUNT FROM: 0100

FISCAL YEAR: 2017

BATCH AGENCY TO: C25

PCA TO: 90001

ACCOUNT TO: 1446

PERIOD FROM: 1

PERIOD TO: 12

PAGE NO: 24

RUN DATE: 13-FEB-2017

BATCH DOC NBR VOUCHER INVOICE

JRNL DATE

PCA

ACCOUNT

TRANS AMT

CUSTOMER/VENDOR

PROJECT

JRNL ID

LINE PD

ACCT DT

APPROP YR

0105 Monthly Activity: 1,510.00

C25	09/07/2016	90001	0105	60.00			PAY0130898	5544	3		AY2017
C25	09/07/2016	90001	0105	100.00			PAY0130898	879	3		AY2017
C25	09/07/2016	90001	0105	80.00			PAY0130898	6814	3		AY2017
C25	09/07/2016	90001	0105	100.00			PAY0130898	2181	3		AY2017
C25	09/07/2016	90001	0105	100.00			PAY0130898	2328	3		AY2017
C25	09/07/2016	90001	0105	160.00			PAY0130898	5427	3		AY2017
C25	09/07/2016	90001	0105	90.00			PAY0130898	6184	3		AY2017
C25	09/07/2016	90001	0105	100.00			PAY0130898	3100	3		AY2017
C25	09/07/2016	90001	0105	100.00			PAY0130898	4125	3		AY2017
C25	09/21/2016	90001	0105	90.00			PAY0131999	2726	3		AY2017
C25	09/21/2016	90001	0105	80.00			PAY0131999	9656	3		AY2017
C25	09/21/2016	90001	0105	90.00			PAY0131999	8437	3		AY2017
C25	09/21/2016	90001	0105	90.00			PAY0131999	9573	3		AY2017
C25	09/21/2016	90001	0105	70.00			PAY0131999	3752	3		AY2017
C25	09/21/2016	90001	0105	90.00			PAY0131999	7267	3		AY2017
C25	09/21/2016	90001	0105	82.50			PAY0131999	6342	3		AY2017
C25	09/21/2016	90001	0105	80.00			PAY0131999	5241	3		AY2017
C25	09/21/2016	90001	0105	90.00			PAY0131999	8383	3		AY2017
C25	09/07/2016	90001	0105	100.00			PAY0130898	471	3		AY2017

0105 Monthly Activity: 1,752.50

0105 Beginning Balance: 0.00

0105 Period Activity: 4,229.64

0105 Ending Balance: 4,229.64

C25	07/13/2016	90001	0111	194.98			PAY0126248	16386	1		AY2017
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End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.